

TELEWORK PROPOSAL

Date: _____

To: The Boss

From: Potential Teleworker

Re: Telework Proposal

Memo

Companies all around us are embracing a practice that improves employee morale, increases productivity and helps decrease traffic congestion. Telework is contributing to the bottom line—cost savings and increased productivity—while providing flexibility for employees.

I am interested in exploring the possibility of working from home one day per week. I have taken the time to research what other companies have done to allow this privilege and I hope you will consider my request based on my past performance and my contributions to this company. I would like to meet with you to discuss this proposal and share how a telework arrangement would work for both me and the company.

You may have concerns regarding my accessibility to you and my co-workers, and my ability to work independently while at home. My proposal addresses how companies have resolved issues regarding measurement tools and contact arrangements, as well as other details of a telework arrangement.

I would propose that we begin by trying telework one day a week for 90 days, then evaluating my quality of work and productivity, and whether I might be able to continue and possibly increase that schedule.

Before we meet, please consider the following:

1. **I believe I can be more productive at home.** With fewer interruptions I will be able to increase my focus and get work produced more quickly and with better quality. Studies show that teleworkers are typically able to get 10 to 30 percent more work done due in large part to the reduced number of interruptions they encounter compared to a normal day in the office.

2. **Technology can make it happen.** With simple and inexpensive software and an Internet connection, I can have access on my home computer to the files housed on my office computer. I can use e-mail and the phone to remain in contact and accessible to you and my co-workers.

3. **By offering telework to me and others, the company is more likely to retain valuable employees.** Research indicates that employees who have the flexible work option of telework are happier and feel more valued by their employer, making them less likely to look elsewhere for employment. Providing this opportunity for greater work/life balance creates a happier employee and happier employees tend to be more satisfied, productive, and loyal employees.

4. Telework is working for Valley Companies

In 2000 and 2001, two Valley-wide surveys conducted by WestGroup Research indicated that:

- ▶ 70 percent of telecommuters say their productivity has increased
- ▶ Three in five telecommuters say quality of service to customers has improved
- ▶ 78 percent say their job satisfaction is much higher since they began teleworking

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- Telework has grown more than 400 percent in the past decade—107,000 employees in this area work at home each day

I have outlined how I envision a telework arrangement will work for me and for the company.

Communication

I will be available and accountable during our regular office hours. I will keep in contact with you and my co-workers via my cell phone and e-mail. Instant messaging devices might also be explored as an option. My work voicemail message will refer callers to my cell phone.

Information Sharing

I will transfer files to and from the office via e-mail programs, modem transfers, and floppy disks.

Job Tasks and Reporting

The elements of my job responsibilities that I consider appropriate for remote work include writing, strategic planning, data entry and media planning and pitching. Each week I will create a status report outlining what I expect to complete on my telework day and how much time I anticipate spending on each task. At the end of my telework day I will report what I have completed. I will also save the tasks that are best done without interruption for my telework day.

Connectivity

I propose utilizing software connecting my home computer to my desktop at the office (such as PC Anywhere) which would give me access not only to files on my desktop at the office, but also to shared files and programs housed on the network. As files are completed I will transfer them back to the office via file transfers, via e-mail or on a floppy disk.

Schedule

I propose working from home on Wednesdays of each week. I have reviewed my meeting schedule and workload over the past several weeks and conclude that Wednesday is most appropriate and it would have the least impact on coverage and attendance at scheduled meetings. If an important meeting or event comes up, I would be willing to come into the office. I would propose attending other meetings by conference calls with your approval.

Equipment

In my home I have a room dedicated as a home office. I will use my personal computer, modem, and Internet connection to perform my job functions and keep in contact with you and my co-workers. I would be open to an office inspection by you or someone from the company if that would help you feel comfortable about my working environment.

Childcare Arrangements

As any other workday, my child will be at a regular daycare facility during office hours.

Thank you for considering my proposal. I will be in touch soon to schedule a meeting to talk about the possibility of making telework work for our company.

If you're interested in more information about telework, I have attached a list of benefits telework can offer companies, as well as a list of common objections to telework and how they can be resolved. Valley Metro offers many free telework services and has a wealth of telework information on their Web site at

www.ValleyMetro.org/rideshare/telework.



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